

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 14, 2012

## M E M O R A N D U M

**What's Inside:**Relative and  
Kinship Training

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND  
CHILDREN'S DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: RELATIVE AND KINSHIP TRAINING

## DISCUSSION:

The purpose of this memorandum is to provide clarification regarding training hour requirements for relative and kinship resource providers.

In order to be a licensed relative or licensed kinship provider, nine (9) hours of STARS Caregiver Who Knows the Child pre-service training must be completed. In addition to this 9 hours of instruction there is to be a minimum of 9 hours assessment time. The instruction of the curriculum may be self-study, one on one with a resource licensing worker, or in a class room setting as a group.

To remain licensed, a relative provider must complete 30 hours of in-service training before the end of the 2 year licensure period. If the relative chooses to not complete the required 30 hours of training, their Professional Parenting Cooperative Agreement, CM-14, must be closed and the Alternative Care Cooperative Agreement, CM-3, opened. They will not receive the monthly Professional Parenting Payment.

A kinship placement must complete the 30 hours of in-service training to have their license renewed. If they do not complete the 30 hours of training, they are to be placed on Administrative Hold, close the CM-14 and open the CM-3. They will not receive the monthly Professional Parenting Payment. Policy allows for the required training to be completed within 6 months. If they do not comply, the agency shall proceed to revoke the kinship license.

If a Relative or Kinship provider decides to become licensed as a traditional foster home, the 27 hours of STARS pre-service training must be successfully completed and all guidelines located in policy [Section 6 Chapter 3 Attachment A](#) completed, before a non-relative or kinship youth in foster care can be placed in the home. All the requirements for renewing the foster home license, located in Section 6 Chapter 3 Attachments D and E must be completed for the foster home license to be renewed

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| <b>NECESSARY ACTION</b><br><br>1. Review this memorandum with all Children’s Division staff.<br>2. Review revised Child Welfare Manual chapters as indicated below.<br>3. All questions should be cleared through normal supervisory channels and directed to: |   |
| <b>PDS CONTACT</b><br>Elizabeth Tattershall<br>573-522-1191<br><a href="mailto:Elizabeth.Tattershall@dss.mo.gov">Elizabeth.Tattershall@dss.mo.gov</a>  | <b>PROGRAM MANAGER</b><br>Dena Driver<br>573-751-3171<br><a href="mailto:Dena.D.Driver@dss.mo.gov">Dena.D.Driver@dss.mo.gov</a> |
| <b>CHILD WELFARE MANUAL REVISIONS</b><br><a href="#">Agency Arranged Relative or Kinship Care, Section 4 Chapter 12 Subsection 3</a><br><a href="#">Pre-Service Training and STARS Competencies, Section 6 Chapter 2 Subsection 4</a>                          |   |
| <b>FORMS AND INSTRUCTIONS</b><br>N/A   |   |
| <b>REFERENCE DOCUMENTS AND RESOURCES</b><br>N/A  |   |
| <b>RELATED STATUTE</b><br><a href="http://www.moga.mo.gov/statutes/C200-299/2100000542.HTM">http://www.moga.mo.gov/statutes/C200-299/2100000542.HTM</a>  |   |
| <b>ADMINISTRATIVE RULE</b><br><a href="#">13 CSR 35-60.030 Minimum Qualifications of Foster Parent(s) (5)</a>  |   |
| <b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b><br>N/A   |   |
| <b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b><br>N/A.)  |   |
| <b>PROTECTIVE FACTORS</b><br>Parental Resilience<br>Social Connections<br><a href="#">Knowledge of Parenting and Child Development</a><br>Concrete Support in Times of Need<br>Social and Emotional Competence of Children                                     |   |
| <b>FACES REQUIREMENTS</b><br>N/A   |   |